



**Form Revisions, E-Order Software, Means Test Updated  
Figures, Federal Bankruptcy Rule Revision and Comment,  
Filing Fee Payment, Court Corrections**



The Director of the Administrative Office has issued twenty amended Bankruptcy Director's Procedural Forms, **effective August 1, 2007**. The revisions align the forms with pending amendments to *Official Form 16A, Caption (Full)*, and new *Rule 9037, Privacy Protection for Filings Made with the Court*, which will be effective on December 1, 2007. Specific changes include the following:

- **Captions:** The captions were changed to make them more consistent and to eliminate all but the last four digits of the debtor's Social Security number or individual taxpayer-identification number.
- **Form 104, Adversary Proceeding Cover Sheet:** The nature of suit code 71 was reworded.
- **Form 13S, Order Conditionally Approving Disclosure Statement:** The reference to an election to be considered a small business Chapter 11 case was deleted.
- **Form 202, Statement of Military Service:** The phrase "parties to a bankruptcy case" was changed to "each party in a bankruptcy case," and a line for "print name" was added to the signature block.
- **Form 204, Notice to File Proof of Claim Due To Recovery of Assets:** The statement "Creditors who do not file a proof of claim on or before this date will not share in any distribution from the debtor estate" was changed to "Creditors who do not file a proof of claim on or before this date might not share in any distribution from the debtor's estate."
- In addition, the amended forms reflect a number of stylistic changes, including formatting to six of the forms after they were initially released.

- Copies of revised Forms 18F, 18FH, 18J, 18JO, 18W, and 18WH, as well as all the forms cited above, are posted at:  
<http://www.uscourts.gov/bankform/index.html#director>.



The Judicial Conference of the United States has approved the revision of the following forms to become effective on **December 1, 2007**:

- ***Official Form 1, Voluntary Petition***: The ranges for the estimated number of creditors, estimated assets, and estimated liabilities would be amended to assist the courts in fulfilling the new statistical reporting requirements of 28 U.S.C. § 159. The “Statement by a Debtor Who Resides as a Tenant of Residential Property” would be changed to a “Certification,” and a checkbox would be provided for the debtor to certify that he/she has served the landlord with the certification, as required by 11 U.S.C. § 362(l). A notice is provided advising the attorney that the attorney’s signature constitutes a certification that the attorney has no knowledge after an inquiry that the information in the schedules filed with the petition is incorrect.
- ***Official Forms 3A, Application to Pay Filing Fee in Installments, and 3B, Application for Waiver of the Chapter 7 Filing Fee for Individuals Who Cannot Pay the Filing Fee in Full or in Installments***: These forms would be amended to make minor stylistic changes.
- ***Official Form 4, List of Creditors Holding 20 Largest Unsecured Claims***: This form would be amended to require that a minor included in the list of creditors be identified only by the minor’s initials.
- ***Official Form 5, Involuntary Petition***: This form would be amended to require the use of only the last four digits of an individual debtor’s taxpayer-identification number.
- ***Official Form 6, Schedules, including Schedules A through J***: This form would be amended to require only the initials of a minor instead of the minor’s full name and make stylistic changes. Schedules I and J of Official Form 6 would be amended to include a statement advising debtors that the income and expense amounts on the schedules may differ from the income and expense amounts listed on the means test forms. The Declaration sheet in Official Form 6 would be amended to clarify the reference to page totals.

- ***Official Form 7, Statement of Financial Affairs:*** This form would be amended to require that a minor be identified by initials instead of full name on the form.
- ***Official Forms 9A through 9I, Notice of Commencement of Case, Meeting of Creditors and Deadlines:*** These forms would be amended to include only the last four digits of any individual taxpayer-identification number in accordance with Rule 9037. In addition to stylistic changes, the forms would be revised to clarify the references to creditors with foreign addresses.
- ***Official Form 10, Proof of Claim:*** This form would be amended to provide more accurate addresses for transmittal of payments and notices, indicate that a particular proof of claim has been replaced, and update the Instructions and Definitions portions of the form.
- ***Official Form 16A, Caption (Full), and Official Form 18, Discharge of Debtor in a Chapter 7 Case:*** These forms would be amended to require the use of only the last four digits of an individual debtor's taxpayer identification number.
- ***Proposed Official Form 19, Declaration and Signature of Non-Attorney Bankruptcy Petition Preparer:*** This form would replace Forms 19A and 19B, which are proposed to be abrogated.
- ***Official Form 21, Statement of Social-Security Number:*** This form would be amended to direct a taxpayer who does not have a Social Security number to provide a taxpayer identification number on the form.
- ***Official Forms 22A, 22B, and 22C, Statement of Current Monthly Income and Means-Test Calculation in Chapter 7, 11, and 13 Cases:*** On these forms, a number of questions would be revised to follow the statutory language in §§ 707(b) and 1325 of the Code as closely as is possible. Also, Official Form 22A would be amended to add a checkbox for individual debtors who contend that their debts are not primarily consumer debts.
- ***Official Form 23, Debtor's Certification of Completion of Instructional Course Concerning Personal Financial Management:*** This form would be amended to remind the debtor that the form should not be used to file a certification of pre-petition credit counseling.

- ***Official Form 24, Certification to Court of Appeals by All Parties:***  
This form would be amended to include a signature line for the appellee and the appellee's attorney.



All Bankruptcy Court judges have begun to test software for the electronic filing of orders. The software, known as E-Orders, was developed by the U. S. Bankruptcy Court for the Western District of Texas and is used by many Bankruptcy Courts nationwide. A pilot group of attorneys has volunteered to participate in testing; however, if attorneys who have uploaded orders with the Bankruptcy Court version of E-Orders would like to assist with testing, please contact Sheila Sewell at the Court Clerk's Office. A short training may be required to participate.



The updated Census Bureau State Median Family Income figures have been posted on the U.S. Trustee Program (USTP) Web site at: <http://www.usdoj.gov/ust/>. The USTP will apply the updated data for means testing of all cases filed on or after October 15, 2007. In addition, the Internal Revenue Service is expected to issue revised and updated Collection Financial Standards for purposes of federal tax administration in early October. The USTP will post the revised and updated standards used for bankruptcy purposes shortly thereafter. The Census Bureau's median family income data can be accessed through the following link: <http://www.usdoj.gov/ust/eo/bapcpa/meanstesting.htm>.



The Judicial Conference Advisory Committees on the Appellate, Bankruptcy, Civil, and Criminal Rules have proposed amendments to the federal rules and have asked that the proposals be circulated for comment. The proposed amendments are posted at <http://www.uscourts.gov/rules>. The public comment period ends on February 15, 2008.



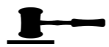
Training in CM/ECF is available to new staff members in the office of a CM/ECF certified attorney. If a CM/ECF certified attorney has a new staff member, the staff member may register for training online by accessing the Court's website at [www.okwb.uscourts.gov](http://www.okwb.uscourts.gov).



Charges made for filing fees using Pay.gov are not required to be paid at the time the charge is assessed. An attorney may wait to complete all filing fee transactions made on one day and pay all fees simultaneously. However, if the fees **are not paid** by the **morning after** the fees are assessed, the attorney is **“locked out”** of CM/ECF until the fees are paid. Additionally, if fees **have not been paid** by 9:00 AM of the morning after the fees are assessed, chambers will be notified with a request to **strike the pleading** associated with the filing fee. If a technical problem prohibits timely payment, an attorney should call the CM/ECF Help Line at (405) 609-5719 before 9:00 AM of the morning that fees are past due.



A **corrective entry** is docketed in a case when a filing is deficient. The corrective entry is notification that a filing must be corrected. Attorneys receive a Notice of Electronic Filing (NEF) of the corrective entry. Generally, a corrective entry provides attorneys 72 hours in which to correct the error. If the correction is not made, the filing may be stricken by the Court. If you receive an NEF of a corrective entry, **PLEASE** review the corresponding docket entry and make corrections timely.



The Clerk’s Office staff is now correcting the following errors and docketing a Court Correction. Unlike a Corrective Entry, a **Court Correction** requires no additional filing on the filer’s behalf.

- ✓ Certificates of Credit Counseling filed using the wrong event. A PDF of the Certificate must be filed in the case.
- ✓ Certificates of Personal Financial Management filed using the wrong event. A PDF of the Certificate must be filed in the case.
- ✓ Pleadings filed in the wrong case will be stricken after permission is obtained from the assigned judge.
- ✓ A motion filed using the designation application (or vice versa), the docket text will be changed to correspond to the title of the pleading.
- ✓ If a petition is filed with deficiencies, an entry will be docketed specifying the pleadings that must be filed.
- ✓ Spellings and capitalizations are also corrected.